

## 18.105 CIVILIAN OBSERVERS

### **Reference:**

Procedure 12.021 - Visitor Identification in Police Facilities  
Procedure 12.700 - Search Warrants/Consent to Search  
Procedure 18.106 - Police Clergy Program

### **Purpose:**

To develop an open relationship of integrity and trust with the citizens of the community by providing individuals an opportunity to observe the daily patrol operations of the Police Division.

### **Policy:**

Civilian participation in Division programs is subject to certain provisions.

All civilian observers will participate in a uniform Patrol Bureau assignment. All requests by civilians to ride in an undercover assignment (Street Corner, Narcotics Unit and General Vice Enforcement, etc.) must be approved by the Police Chief.

All persons observing police activities will sign a Release of All Claims (Form 612), except as noted in Section A.1.

Police Clergy Program members and nonsworn Police Division employees may ride at any time without prior scheduling provided space is available.

All others must have written permission from one of the following:

Police Chief

Bureau commander

Affected district/section commander

Community Oriented Policing (COP) Coordinator

Civilians will not become actively involved in police incidents while accompanying a police officer. Their activity should be restricted to that of an observer.

Refer to Procedure 12.700, SEARCH WARRANTS/CONSENT TO SEARCH, General Information and Policy sections regarding restrictions and guidelines for civilians, media, and third parties during the execution of a search warrant.

**Procedure:**

A. Processing Release of All Claims (Form 612):

1. The assigned officer will ensure a Form 612 has been completed for each observer before participation.
  - a. Nonsworn Police Division employees are not required to complete a Form 612, as long as they are observing in the performance of their job.
  - b. The police clergy's original Form 612 remains in force as long as they remain a Police Clergy Program member.
2. Processing Form 612 includes an RCIC/NCIC record check. Note on the Form 612 the signature of the person performing the record check.
  - a. Civilians will not be permitted to ride if they have:
    - 1) Been convicted of any offense of violence.
    - 2) Been convicted of any serious misdemeanor.
    - 3) Any felony convictions.
    - 4) Any outstanding warrants or capiases.
3. Observers will be advised of the instructions on the Form 612.
4. All persons under 18 years old must have their parent(s) sign the parental consent portion of the Form 612.
  - a. The COP Coordinator or the district/section commander granting permission must verify parental consent.

5. File the original Form 612 at the district/section where the participant observes.
  - a. Forward a copy to the COP coordinator for his file.
  - b. Give the civilian a copy.

B. Scheduling Observers:

1. The COP Coordinator will process and schedule all observers except those directly approved by the bureau/district/section commander.
  - a. The COP Coordinator will schedule individual and organized groups referred by the police administration.
  - b. The COP Coordinator will not grant civilians permission to ride if they rode within the last six months, unless they are participating in the University of Cincinnati Internship Program or the Cincinnati Police Explorer Program.

C. Supervisory Responsibilities:

1. Determine the observer's assignment within the unit.
  - a. An insufficient number of field units may prevent observers from participating in a division program.
2. Determine if a radio is available for the observer's use.
3. List civilians participating as observers on the lineup.
  - a. The entry will indicate the identity of the observer, the police officer to whom assigned, radio number (if provided), and the hours.

D. Assigned Officer Responsibilities:

1. Instruct the observer on the rules of conduct listed on the Form 612.
  - a. Instruction will include familiarization with the police radio operation.

2. Indicate the assignment of an observer on his Daily Activity Record (Form 436A).

E. Observer Responsibilities:

1. Present a completed Form 612 to the supervisor where the observer will ride.
2. Wear identification while in police facilities and while riding.

F. Reporting Incidents:

1. Division employees will promptly report to a supervisor all cases of improper behavior or unusual occurrences involving a civilian observer.
  - a. Supervisors may refuse/terminate the observer's participation for:
    - 1) Improper dress.
    - 2) Improper conduct.
  - b. Document the refusal/termination on a Form 17.
    - 1) Route a copy to the COP Coordinator for filing.
2. If an observer is injured while participating in a Division program, a supervisor will document the details on a Form 17.
  - a. Route a copy to the COP Coordinator for filing.

Procedure 18.105 Index

This procedure appears in the main Procedure Manual Index in the following manner:

Page 13

CIVILIAN:

Civilian Observers	18.105
--------------------	--------

Page 50

Observers, Civilian	18.105
---------------------	--------